

ANNUAL REPORT

2019-2020

**BANGLADESH INSTITUTE OF MANAGEMENT
4, SOBHANBAG MIRPUR ROAD DHAKA-1207**

Contents

Board of Governors (BOG) BIM	02
Executive Committee, Post Graduate Diploma Courses, BIM	03
A Brief Profile of BIM	04
Annual Performance, 2019-2020	
• Short courses	11
• Participants in Short Courses	12
• Diploma Programs	13
• Employee Development	13
• List of Faculty Members Participated in Course/Seminar/Workshop During the Year 2019-2020	14
BIM Activities in Pictures	15
• Comparison between 2018-2019 and 2019-2020	
• Short Courses	16
• Diploma Courses	16
• Income & Expenditure 2019-2020	17
Annexure	
• List of training programmes organized during 2019 -2020	• 19
• Short Courses: 1961-1962 to 2019-2020	• 23
• PGD in Personnel Management 1966-2010	• 24
• PGD in Human Resource Management 2011-2020	• 25
• PGD in Industrial Management	• 26
• PGD in Business Management 2002-2003 to 2011	• 26
• PGD in Marketing Management 1994-1995 to 2020	• 27
• PGD in Financial Management 1994-1995 to 2020	• 28
• PGD in Computer Science 1994-1995 to 2020	• 29
• Diploma in Social Compliance 2008-2020	• 30
• Diploma in Productivity & Quality Management	• 30
• List of Officers and Staff of BIM	• 31

BOARD OF GOVERNORS OF BANGLADESH INSTITUTE OF MANAGEMENT

Chairman:

Secretary Ministry of Industries,
Government of the People's Republic of Bangladesh

Members :

<i>Director General</i>	Bangladesh Institute of Management
<i>Dean</i>	Faculty of Mechanical Engineering, Bangladesh University of Engineering and Technology
<i>Additional/Joint Secretary*</i>	Finance Division, Ministry of Finance, Government of the People's Republic of Bangladesh
<i>Chairman</i>	Bangladesh Chemical Industries Corporation (BCIC)
<i>Chairman</i>	Bangladesh Jute Mills Corporation (BJMC)
<i>Chairman</i>	Bangladesh Power Development Board (BPDB)
<i>Chairman</i>	Bangladesh Steel & Engineering Corporation (BSEC)
<i>Chairman</i>	Bangladesh Sugar & Food Industries Corporation (BSFIC)
<i>Chairman</i>	Bangladesh Textile Mills Corporation (BTMC)
<i>President</i>	Federation of Bangladesh Chamber of Commerce and Industry (FBCCI)
<i>President</i>	Metropolitan Chamber of Commerce and Industry, Dhaka (MCCI)
<i>President</i>	Bangladesh Employers' Federation

Member Secretary:

*Faculty Member*** Bangladesh Institute of Management.

* Nominated by the Secretary, Finance Division

** Nominated by the Director General, BIM

EXECUTIVE COMMITTEE OF POST GRADUATE DIPLOMA PROGRAMS, BIM

Chairman:

Director General Bangladesh Institute of Management (BIM)

Members:

*Director*¹ Institute of Business Administration, Dhaka University

*Professor*¹ Department of Finance and Banking, Dhaka University

*Professor*² Industrial and Production Engineering Department,
Bangladesh University of Engineering and
Technology (BUET)

Representative from Bangladesh Employers' Association

Representative from BRAC (NGO)

*BIM Faculty*³ Representing each Diploma Course

Member Secretary:

*Faculty*⁴ Bangladesh Institute of Management (BIM)

-
1. Nominated by the Vice Chancellor, Dhaka University.
 2. Nominated by the Vice Chancellor, BUET.
 3. Nominated by the Director General, BIM
 4. Nominated by the Director General, BIM



Administrative
Building of BIM,
Dhaka Campus

BIM

A Brief Profile

The origin of what today is known as the Bangladesh Institute of Management (BIM) can be traced back to 1961 when its precursor, the Management Development Centre, East Pakistan, was established. It is the outcome of a tripartite project known as

'East Pakistan Management Development, Supervisory and Instructor Training Centre'. To establish this project, a plan of operation was signed by the then Government of Pakistan, the United Nations and ILO in 1960. The project came into being on 1-1-1961 under the administrative control of the Ministry of Health, Labour and Social Welfare (Labour and Social Welfare Division) of the then Central Government of Pakistan which was subsequently transferred to the Provincial Government of East Pakistan in December 1963.

In 1970, the East Pakistan Government Educational and Training Institutions Ordinance, 1961 (East Pakistan Ordinance No. XXVI of 1961) was made applicable for Management Development Centre with effect from 1-7-1970 thereby providing the centre with autonomous status.

In 1966, apart from offering short term, subject specific training programmes, a specialized, year-long Post Graduate Diploma in Personnel Management was introduced by the Centre.

After the liberation of the country in 1971, the institute was vested with the responsibility of building up human resources of the newly independent country. Between 1972—75, the public sector was the predominant sector of the economy and the majority of the clients of the institute were drawn from the public sector enterprises. The institute was further involved in providing training to the members of what was proposed to be the Industrial Management Service (IMS).

With gradual shift in development focus and liberalization of the economy from around 1975, there was distinct shift in focus of the activities of BIM. The client base also changed from a predominantly public sector to a mix of public and private sector. During the late 70's to mid 80's, the institute was recipient of major Technical Assistance Projects, which resulted in a major transformation of the institute. It became a hub of management training with participants being drawn from public, private and NGOs sectors. In the year 1981, another year long, Post Graduate Diploma in Industrial Management was introduced.

In the early 90's, the then Bangladesh Management Development Centre (BMDC) was faced with stiff competition in the field of short, subject specific training programmes. The number of participants per course was dwindling as were the number of courses.



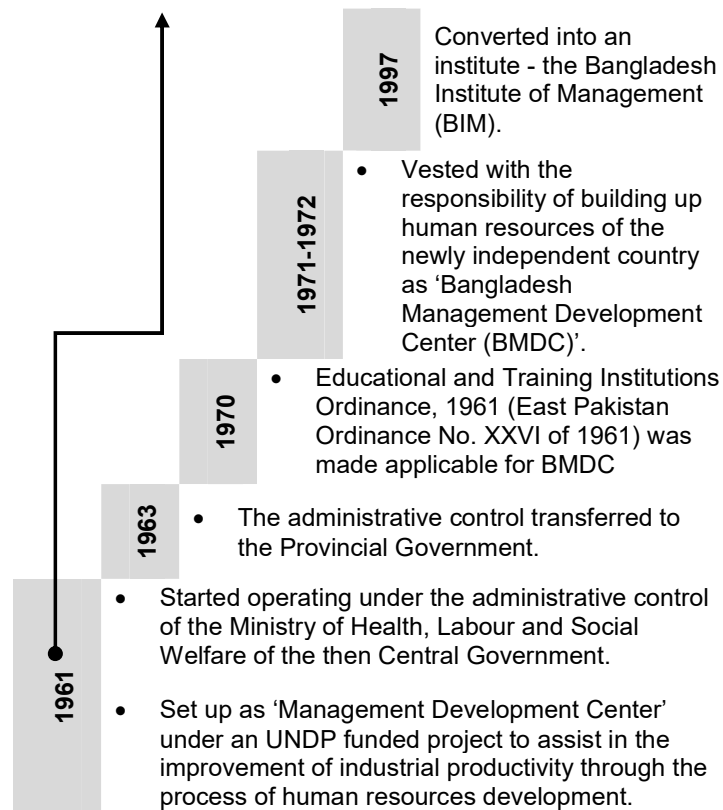
Vision & Mission Statement

“Management Excellence in Bangladesh.”

Our mission is
 “Human Resource Development and Institutional Capacity Building through Management Education, Training, Research and Consultancy Services.”

Against this backdrop, the BMDC took a far-reaching strategic decision to introduce a number of year long, Post-Graduate Diploma (PGD) courses. Three such academic programmes—PGD in Marketing Management, PGD in Financial Management, PGD in Computer Science were introduced. Response to these new diploma programmes, particularly for computer science, was encouraging.

During late nineties, the BMDC started the process of restructuring itself so as to enable it to offer academic programmes designed to create professionals. It was in that light the Bangladesh Management Development Centre (BMDC) was converted into an institute—the Bangladesh Institute of Management (BIM) on August 04, 1997.



In 2008 considering the importance of RMG sector for the well being of Bangladesh economy , a 6 month long diploma in social compliance was introduced by the Institute.

The initiative is further enhanced by introducing another specialized Diploma in Productivity and Quality Management in the current year. Both the programmes were launched in cooperation with German International Cooperation (GIZ).

While Training Research and Consultancy are the three mandated activities of BIM; the major thrust during the last decade has been on training and Post Graduate Diploma Programs.

OUR OBJECTIVES

- ✓ To train and develop managers at all levels engaged in commercial, industrial and service organizations of private, public sector and NGO's.
- ✓ To help improve productivity in different sectors of the economy through Training, Research and Consultancy services.
- ✓ To promote exchange of knowledge and experience.

Administration and Organization

- The Board of Governors is the highest policy making body of BIM. The Board provides the policy framework for the Institute to operate and monitors its activities.
- The Board of Governors of BIM consists of members drawn from the government, business, trade associations, and academics. The Secretary, Ministry of Industries, Government of the People's Republic of Bangladesh is the Chairman of the Board.
- The Chief Executive of the Institute is the Director General, who is assisted by three Directors.
- The academic programs at BIM are grouped into ten specialized divisions. The divisions are as follows:
 1. Accounting and Financial Management,
 2. Computer Services,
 3. General Management,
 4. Marketing Management,
 5. Human Resource Management,
 6. Production Management,
 7. Productivity and Consultancy,
 8. Project and Social Service Sector,
 9. Research, Evaluation and publication, and
 10. TOT and Behavioral Management.
- In addition to this, there are six other sections namely Administration, Accounts, Audio Visual, Library, Maintenance and Reproduction.
- The BIM has two other campuses- at Chattogram and Khulna, headed by two Deputy Directors.



Training Activities

BIM offers two types of courses: Short courses of one to four weeks long and Diploma courses of six months to one-year duration.

a. Short Courses

During the course of the last decade, BIM has organized over 80 courses and seminars annually of varying duration ranging from one to four weeks, sometimes of longer duration for request programs.

Till the year ending June 2020, the total number of short courses organized by the institute has been 4,158 and the total number of executives trained numbered over 68,413.

b. Diploma Courses

Presently, BIM offers the following five post graduate diploma courses of one year each (i) Human Resource Management, (ii) Industrial Management, (iii) Marketing Management, (iv) Financial Management and (v) Computer Science.

Among the post graduate diploma courses mentioned above, the highest participation is observed in the discipline of Human Resource Management. The course has also been offered in Chattogram campus since 1985.

Apart from above Post-Graduate Diploma courses, BIM offers Diploma in “Social Compliance” and “Productivity & Quality Management” of six months duration.

Apart from these two six months long diploma programs BIM has introduced six month long certificate course titled “Advanced Certificate Course on Business Administration”.

Diploma Course	
1966	
• Number of Course(s)	01
• Number of Participants Enrolled	37
2020	
Number of Course(s) Running	07
Number of Participants Enrolled	750
1966 to 2020	
• Number of Participants Enrolled	17,391
• Total Number of Participants Graduated	11,681

Diploma Programs | Time-line

1966

Postgraduate Diploma in Personnel Management (PGDPM) was introduced.

1981

Post Graduate Diploma in Industrial Management (PGDIM) was introduced.

1994

Three academic programs - Post Graduate Diploma in Marketing Management, Post Graduate Diploma in Financial Management, Post Graduate Diploma in Computer Science were introduced.

2002

Post Graduate Diploma in Business Management was introduced in place of Post Graduate Diploma in Industrial Management.

2008

Diploma in Social Compliance was introduced in cooperation with German International Cooperation (GIZ).

2011

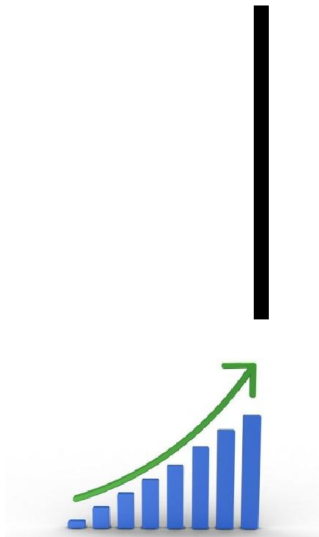
- Postgraduate Diploma in Personnel Management (PGDPM) was updated as Postgraduate Diploma in Human Resource Management (PGDHRM).
- Reintroduction of Post Graduate Diploma in Industrial Management (PGDIM).

2013

- Diploma in Productivity and Quality Management has been launched in cooperation with German International Cooperation (GIZ) on January 31, 2013.
- Post Graduate Diploma in Human Resource Management has been reintroduced in Khulna campus after an interval of six years.
- Online application and admission systems have been implemented in Postgraduate Diploma Programs.

2020

- Post Graduate Diploma in five subjects started with 750 participants.



Other Activities

a. Consultancy

BIM has multidisciplinary experience in consultancy services and has rendered services to various national and international agencies and organizations.

The clientele include among others, Bangladesh Inland Water Transport Corporation (BIWTC), Civil Aviation Authority, Dhaka WASA, Bangladesh Steel and Engineering Corporation (BSEC), Bangladesh Textile Mills Corporation (BTMC), Bangladesh Jute Mills Corporation (BJMC), Investment Corporation of Bangladesh (ICB), Chittagong Port Authority, United Nations Industrial Development Organization (UNIDO), Asian Development Bank (ADB), United Nations Population Fund (UNFPA), Bangladesh Inland Water Corporation Authority(BIWTA) etc. In-house services are also provided to various organizations on need basis.

b. Research

BIM also undertakes research projects. Such research projects deal with Training and Management Development, Corporate Management, Incentive Schemes, Managerial Motivation, Quality Circles, Recruitment and Selection, Performance Appraisal etc. In the last fiscal year BIM has conducted two research projects namely “Analysis of Renewable Energy Projects under TR/Kabikha Fund toward Achieving Sustainable Development Goals by Reducing Energy Poverty” and Cost Estimation, Market Potential Assessment and Feasibility Study on Cement Bonded Particle Board (CBPB). Apart from these studies, BIM has conducted a research titled “Effectiveness Analysis of the Post Graduate Diploma on Human Resource Management (PGDHRM) Program Conducted by BIM” funded by Industrial Development Research Coordination Committee (IDRCC) under Ministry of Industries (MoInd).

c. Publication

“Management Development” a quarterly publication of Bangladesh Institute of Management always solicits articles on contemporary issues in the field of socio-economic, business management, human resource development etc. While articles that are based on empirical studies are preferred articles on innovative and creative approaches to business, socio-economic, business management, human resource development are always welcome.



BIM Library



Participants in the
Computer Lab., BIM

Resources

a. Faculty

BIM can rightly boast of a multi-disciplinary faculty who bring with them not only academic distinction but also professional competence of a high degree. BIM has taken particular care to train up its faculty both at home and abroad so that they are able to discharge their duties to the best of their ability and to the complete satisfaction of their clientele. Most of the faculty members have had some experience in the industry which enables them to better empathies with the participants, who are mostly drawn from the trade and industry. This also adds to the effectiveness of the courses offered by BIM.

b. Physical Facility

The main campus of BIM is located on five acres of land at 4, Sobhanbag, Mirpur Road, in the centre of Dhanmondi, Dhaka. As the work of “BIM Strengthening Project” has started some part of BIM’s old construction was demolished for further construction of 12 storied building. At present there are fourteen fully equipped, air-conditioned classrooms, five of which are of international standard. After the completion of the project there will be 28 classrooms with modern training facilities where 1,850 participants can be accommodated at a time. The old hostel of BIM is also under construction so there is only one building containing 15 air-conditioned rooms including twin beds and dining facility for 30 individuals but the capacity will be more than double after the completion of the project. BIM has similar, though smaller facilities in the other two major cities of Bangladesh— Chattogram and Khulna.

c. Computer Labs

BIM has two computer labs equipped with the latest state of the art microcomputers numbering over 100. The computer labs are suitably designed to provide conducive learning environment to the participants of computer related courses. Latest softwares are available for running database, spreadsheet and word-processing applications. A modern Computer lab facility is also available for the participants at the Chittagong Campuses.

d. Library Facilities

The fully air-conditioned library at Dhaka has a rich collection of books on various aspects of management and modern business practices as well as a large number of national and international journals. Library facilities are available to all participants and other readers interested in management education. On 2013 an MoU has been signed between DIU & BIM, specially to use the digital library of DIU for the all participants and faculty of BIM.

Technical Co-operation with International Agencies

The Institute has received assistance from a number of international institutions and agencies including the World Bank, USAID, UNDP, ITC/GATT/UNCTAD, UNIFEM and others. It has collaborated with agencies such as the ILO, ITC and UNICEF, IFAD, AARRO and with institutions such as the Asian Productivity Organization (APO), International Centre for Public Enterprises (ICPE), Asian Regional Training and Development Organization (ARTDO), Morocco, Malaysia and German International Cooperation (GIZ).

Short Courses|2019-2020

Table No. 01
Number of Short Courses Organized
for the Period 2019 - 2020

SL. No.	Name of Division	No. of Course Held		Total
		Regular*	Special*	
1.	Accounting and Financial Management	9	7	15
2.	Computer Services	4	1	5
3.	General Management	4	0	4
4.	Marketing Management	3	0	3
5.	Human Resource Management	4	4	8
6.	Production Management	4	0	4
7.	Productivity and Consultancy	3	1	4
8.	Project and Social Service	2	5	7
9.	Research and Publication	5	0	5
10.	TOT and Behavioral Management	6	0	6
11.	Chattogram Campus	3	1	4
12.	Khulna Campus	0	0	0
Grand total		47	19	65

'Regular Course(s)' refers to the accomplishment of a scheduled course;'Special Course(s)' are the courses that are offered by BIM outside of the scheduled course.

✓ Short courses have been the focal activity of BIM for the Year under review.

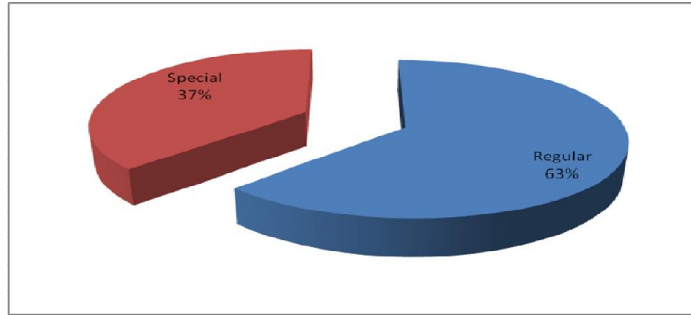
✓ A total of 87 courses were conducted in the year 2019-2020.

Participants in Short Courses|2019 -2020

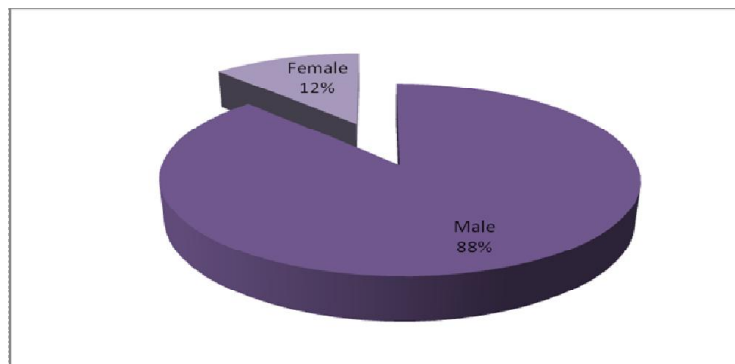
Table No. 02
Participants by Type of Courses, 2019-2020

Type of Course	No. of Participants		
	Male	Female	Total
Regular	717	80	797
Special	397	76	473
Total	1114	156	1,270

Graph No. 01
Percentage of participants by Type of Courses, 2019– 2020



Graph No. 02
Percentage of Participants by Sex, 2019- 2020



Diploma Programmes|2020

During the year 2019-2020, the five Post- Graduate Diploma Programmes were run as usual.

Table No. 03 shows the number of participants enrolled in the Post Graduate Diploma programs during the academic year of 2020.

Table No. 3
Enrollment in the Post-Graduate Diploma Courses, 2020

Name of Diploma Course	Enrollment (2020)
• Post Graduate Diploma in Human Resource Management (PGDHRM) (Dhaka Campus)	468
• Post Graduate Diploma in Financial Management (PGDFM)	47
• Post Graduate Diploma in Marketing Management (PGDMM)	38
• Post Graduate Diploma in Computer Science (PGDCS)	18
• Post Graduate Diploma in Industrial Management (PGDIM)	23
• Post Graduate Diploma in Human Resource Management (PGDHRM) (Chattogram Campus)	125
• Post Graduate Diploma in Human Resource Management (PGDHRM) (Khulna Campus)*	31
Total	750

Employee Development|2019-2020

BIM firmly believes that employee development activities help in the growth and development of employees, who are the true assets of an organization.

The fund available with BIM for developing its employees is very limited. BIM has to depend largely upon the opportunities that the Ministry of Industries provides through making available the different short training courses. During the year under review, BIM has been fortunate enough to avail international training programmes through the courtesy of the Ministry of Industries. A detail list of faculty members who have participated in the various training programmes both at home and abroad is presented below.

Table No. 4
List of Faculty Members participated in Course/Seminar//Workshop
During the Year 2019- 2020

S/N	Name of the Faculty Member/ Officer/ Staff	Course/Seminar/ Workshop	Venue, Duration
1	Faculty Members of BIM	Research Methodology with Advanced Technique	BIM, Dhaka August 28-29, 2019.
2	Staffs of BIM	সরকারি চাকরির অত্যাবশ্যকীয় নিয়মাবলী	BIM, Dhaka September 27-29, 2019.
3	Mohammad Sayeedur Rahman, Md. Rajibul Hoque	Capacity Building Program for SDG Localization for Sustainable Industrialization in Bangladesh	Curtin University Australia October 13-26, 2019
4	Staffs of BIM	সুশাসন সংক্রান্ত,	BIM, Dhaka November 18, 2019.
5	Faculty Members & Officers of BIM	Service Simplification	BIM, Dhaka November 22-23, 2019.
6	Dr. Uttam Kumar Datta, Farkhunda Dorin, M. Ameenor, Md. Rajibul Hoque Shaikh Sajibur Rahman, Jadulal Sarkar	4 Policy Instruments (NIS,GRS,RTI,CC)	December,21-22,2019 NILG, Agargaon
7	Faculty Members & Officers of BIM	Annual Performance Agreement	BIM, Dhaka, June 15,16, 2020
8	Staffs of BIM	কর্মচারীদের আর্থিক সুবিধাদি ও অন্যান্য প্রাপ্যতা	BIM, Dhaka June 22, 2020
9	Staffs of BIM	দাপ্তরিকশিষ্টাচার	BIM, Dhaka June 24, 2020
10	Staffs of BIM	নিয়মিত উপস্থিতি ও অফিসশৃঙ্খলা	BIM, Dhaka June 24, 2020
11	Staffs of BIM	সম্পদ রক্ষণাবেক্ষণ ও এসডিজি	BIM, Dhaka June 25, 2020
	Faculty Members & Officers of BIM	চাকুরী সংক্রান্ত	BIM, Dhaka June 29, 2020
12	M. Ameenor	2nd International Conference on Industrial and Mechanical Engineering and Operations Management 2019 (IMEOM 2019)	BIM, Dhaka 12-13 December 2019
13	Engr. Md. Tariqul Islam Md. Mehboob Hasan Kallol, S.M. Ariful Islam, Farkhunda Dorin, Nirjhar Mazumder, Shaikh Sajibur Rahman, Mamun Muztaba, Md. Rabiul Islam Khan, Mohammad Humayun Kabir.	Management Development & Technology Challenges for Fourth Industrial Revolution	2020 AIT, Thailand February 23-March 04,2020

BIM Activities in Picture:



Honorable Minister, Ministry of Industries, People's Republic of Bangladesh, Mr. Nurul Majid Mahmud Humayun MP
Honorable secretary, Ministry of Industries
and Chairman of Board of Governors, BIM, Mr. Md. Abdul Halim as well as Director General BIM, Tahmina Akhter, at the "Foundation Stone Laying Ceremony" of 12 storied building under BIM Strengthening Project.

Honorable Minister, Ministry of Planning, People's Republic of Bangladesh M. A. Mannan, MP, Honorable Secretary Implementation Monitoring and Evaluation Division
Director General, BIM Tahmina Akhter, at the Certificate Giving Ceremony of the course titled " Project Management Information System (PMIS) of IMED, batch :17 in BIM, Dhaka



**Comparison Between 2018 -2019 & 2019-2020
Short Courses**

Table No. 5

Number of Short Courses: 2018-2019 & 2019-2020

Sl. No.	Name of the Division	Number of Short Courses	
		2018-2019	2019-2020
1.	Accounting and Financial Management	27	15
2.	Computer Services	12	5
3.	General Management	10	4
4.	Marketing Management	2	3
5.	Human Recourse Management	8	8
6.	Production Management	4	4
7.	Productivity and Consultancy	3	4
8.	Project and Social Service	12	7
9.	Research and Publication	3	5
10.	TOT and Behavioral Management	3	6
11.	Chattogram Campus	3	4
12.	Khulna Campus	0	0
	Total	87	65

**Comparison Between 2018-2019 & 2019-2020
Diploma Courses**

Table No. 6

Enrollment in the Post-Graduate Diploma Courses

Name of the Post Graduate Diploma Course	Enrollment	
	2019	2020
▪ Human Resource Management (HRM) (Dhaka Campus)	521	468
▪ Financial Management	32	47
▪ Marketing Management	31	38
▪ Computer Science	28	18
▪ Industrial Management	25	23
▪ Human Resource Management (HRM) (Chattogram Campus)	165	125
▪ Human Resource Management (HRM) (Khulna Campus)	24	31
Total	826	750

Income and Expenditure 2019-2020

Income of BIM

Sl. No.	Head	2019-2020
1.	Own Earning	8,993,033.00
2.	Government Grant	130,885,335.92

Expenditure of BIM

Sl. No	Economic Code	Heads of Expenditure	2019-2020
1	3111101	Officer's Salary	19,901,713.21
2	3111201	Employee Salary	14,417,168.26
3	3111302	Travel Allowances	98,740.00
4	3111306	Education Allowances	515,550.00
5	3111310	House Rent	1,579,940.00
6	3111311	Medical Allowances	137,226.00
7	3111314	Tiffin	-
8	3111315	Uniform	55,410.00
9	3111316	Washing Charge	4,876,347.00
10	3111325	Festival Bonus	1,512,895.00
11	3111327	Overtime	1,879,550.00
12	3111328	Recreational Allowance	10,800.00
13	3111331	Refreshment	216,110.00
14	3111332	Honorarium/ Fee/	475,544.00
15	3111335	New-year Allowance	190,658.00
16	3111338	Other Allowances	1,579,940.00
17	3211109	Wages (Labour)	258,110.00
18	3211110	Legal Expenditure	266,700.00
19	3211111	Seminar & Conference	240,110.00
20	3211113	Electricity	1,894,592.00
21	3211115	WASA	1,859,580.00

22	3211119	Postal Cost	45,490.00
23	3211120	Telephone/Telegram	157,488.00
24	3211125	Circulation & Advertisement	999,379.00
25	3211127	Book, Journal	300,000.00
26	3221101	Audit Fee	-
27	3221108	Insurance/Bank Charges	44,293.00
28	3231201	Training Cost	12,933,165.00
29	3241102	Transport (Conveyance)	468,933.00
30	3243101	Petrol Lubricant	1,335,898.00
31	3243102	GAS & Fuel	649,224.00
32	3252101	Bed	59,371.00
33	3255102	Printing and Binding	715,592.00
34	3255104	Stationery, Seal & Stamp	1,293,398.00
35	3257101	Consultancy	16,973,002.00
36	3257103	Research	-
37	3257301	Ceremonial Festival	467,537.00
38	3258101	Vehicle	610,949.00
39	3258102	Furniture	9,576.00
40	3258103	Computer/Office Fixture	55,272.00
41	3258105	Machine & Tools	835,404.00
42	3258106	Residential Building	234,368.00
43	3258107	Office Building	18,326,813.00
44	3258140	Vehicle Maintenance	226,900.00
45	3421506	Contributory Provident Fund	2,351,152.95
46	3731101	Gratuity	12,958,575.00
47	3821102	Land Tax	10,500.00
48	3821103	Municipality Tax	99,900.00
49	4112101	Vehicle Maintenance	4,323,805.00
50	4112201	ICT/ E - Governance	776,642.00
51	4112202	Computer Equipment	4,404,333.00
52	4112303	Electrical Equipment	577,689.00
53	4112314	Furniture	2,021,187.00
54	4111301	National Memorial	-
		Total	139,878,368.92

S.L No	Course Name	Duration	Venue	Course Coordinator	No. of Participants
1	Sales Management	July 07-11,2019	BIM, Dhaka	Nirjhar Mazumder	18
2	Internal Audit	July 19-20 ,2019	BIM, Dhaka	Md. Rajibul Hoque	24
3	Spread Sheet Analysis With MS-Excel	July 21-24 ,2019	BIM, Dhaka	Farkhunda Dorin	13
4	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	July 21-25,2019	BIM, Dhaka	Akhand A. Shamsul Alam	10
5	Operations & Supply Chain Management	July 25-27,2019	BIM, Dhaka	Dr. Eng. Md. Mamunur Rashid	13
6	PPR2008 and Public Procurement Management	July 28-31 ,2019	BIM, Dhaka	Md. Aminul Islam	28
7	সরকারী অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	July 28-29 ,2019	BIM, Dhaka	M. Amenoor	30
8	Online Office Management	July 14-25 July,2019	BIM, Dhaka	S.M. Ariful Islam	18
9	Total Quality Management	Aug 29-31, 2019	BIM, Dhaka	Dr. Eng. Md. Mamunur Rashid	10
10	Marketing Research for Effective Decision Making	Aug 23-24, 2019	BIM, Dhaka	Dr. Uttam Kumar Datta	11
11	Public Procurement Processing and Approval Procedure	Aug 26-29, 2019	BIM, Dhaka	Eng. Md. Mehboob Hasan Kallol	38
12	Cyber Security Awareness	Aug 02-03 , 2019	BIM, Dhaka	S.M. Ariful Islam	20
13	Public Service Innovation	Sep 15-16,2019	BIM, Dhaka	Farkhunda Dorin	16
14	সরকারী অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	Sep 14-15,2019	BIM, Dhaka	M. Amenoor	26
15	Basic Human Resource Management	Sep 15-26, 2019	BIM, Dhaka	Md. Mainul Islal	9
16	PPR 2008 and Public Procurement Management	Sep 15-26, 2019	BIM, Dhaka	Eng. Md. Mehboob Hasan Kallol	20
17	PPR 2008 and Public Procurement Management	Sep 15-26, 2019	BIM, Dhaka	Eng. Md. Mehboob Hasan Kallol	40
18	Basic Management & Human Resource Development	Sep 22-26,2019	BIM, Dhaka	Md. Zafar Ali	17
19	Professional Income Tax & Vat Management	Sep 22-26,2019	BIM, Dhaka	Tanvir Hossain	26

20	Management for New Managers	Sep 22-26,2019	BIM, Dhaka	Lamia Farha	8
21	Project Management	Sep 26-28, 2019	BIM, Dhaka	Dr. Eng. Md. Mamunur Rashid	39
22	Supply Chain Management	Sep 22- Oct 02,2019	BIM, Dhaka	Mohammad Sayeedur Rahman	10
23	Data Analysis Using SPSS	Sep 20-25,2019	BIM, Ctg	Eng. Md. Tariqul Islam	10
24	সরকারি চাকরির অত্যাবশ্যকীয় নিয়মাবলী	13-14 Oct,2019	BIM, Dhaka	M. Amenoor	12
25	Online Office Management	06-17 Oct, 2019	BIM, Dhaka	S.M. Ariful Islam	25
26	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	13-17 Oct, 2019	BIM, Dhaka	Md. Mainul Islal	12
27	Motivating People at Workplace	21-22 Oct, 2019	BIM, Dhaka	Lamia Farha	8
28	Effective Budget & Budgetary Control	19-23 Oct, 2019	BIM, Dhaka	M. Amenoor	15
29	PPR 2008 and Annual Procurement Planning	20-24 Oct, 2019	BIM, Dhaka	Eng. Md. Mehboob Hasan Kallol	28
30	Training of Trainers (ToT)	21-24 Oct, 2019	BIM, Dhaka	Md. Rabiul Islam Khan	17
31	Entrepreneurship Development for Young Champion	24 Oct, 2019	BIM, Dhaka	Mamun Muztaba	52
32	Public Procurement Management	31 Oct - 2 Nov, 2019	BIM, Dhaka	Dr. Eng. Md. Mamunur Rashid	19
33	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	02-03 Nov,2019	BIM, Dhaka	M. Amenoor	12
34	Public Procurement Audit Management	03-05 Nov,2019	BIM, Dhaka	Md. Aminul Islam	20
35	Spread Sheet Analysis with MS-Excel	11-14 Nov, 2019	BIM, Dhaka	Farkhunda Dorin	13
36	Professional Etiquette & Manners	01 Nov, 2019	BIM, Ctg	Engr. Md. Tariqul Islam	42
37	Cyber Security Awareness Training	15-16 Nov, 2019	BIM, Dhaka	S.M. Ariful Islam	16
38	Project Monitoring and Evaluation	17-21 Nov, 2019	BIM, Dhaka	Aklima Zaman	15
39	Effective Business Communication	22-23 Nov, 2019	BIM, Dhaka	Md. Rajibul Hoque	20
40	Supply Chain Management	21-30 Nov, 2019	BIM, Dhaka	Engr. Md. Tariqul Islam	18
41	Leadership Development	24-28 Nov, 2019	BIM, Dhaka	Lamia Farha	10
42	Practical Income Tax & Vat Management	01-12 Dec, 2019	BIM, Dhaka	Tanvir Hossain	18
43	Online Office Management	01-12 Dec, 2019	BIM, Dhaka	S.M. Ariful Islam	30

44	PPR 2008 & Public Procurement Management	07-11 Dec, 2019	BIM, Dhaka	Md. Aminul Islam	27
45	Certificate Course on Leadership and Managerial Competencies (CCLMC)	11-12 Dec, 2019	BIM, Dhaka	Mamun Muztaba	18
46	সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী	17-18 Dec, 2019	BIM, Dhaka	M. Amenoor	25
47	Office Management	22-24 Dec, 2019	BIM, Dhaka	Md. Rabiul Islam Khan	7
48	Marketing and Sales Management	22-26 Dec, 2019	BIM, Ctg	Nirjhar Mazumder	17
49	Govt. Audit	29 Dec-02 Jan	BIM, Dhaka	Md. Rajibul Hoque	34
50	সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী	4-5 Jan, 2020	BIM, Dhaka	M. Amenoor	14
51	PPR 2008 & Public Procurement Planning	12 -16, Jan, 2020	BIM, Dhaka	Eng. Md. Mehboob Hasan Kallol	34
52	সু-শাসন (Good Governance) বাস্তবায়নে করনীয়: সরকারি, বেসরকারি ও স্বায়ত্বশাসিত প্রতিষ্ঠানে কর্মরত কর্মকর্তা/ কর্মচারিদের "চাকুরি সংক্রান্ত" নিয়মকানুন ও দক্ষতা উন্নয়ন বিষয়ক প্রশিক্ষণ	17 - 18 Jan, 2020	BIM, Dhaka	Md. Zafar Ali	23
53	Digital Marketing	19 - 30, Jan,2020	BIM, Dhaka	Farkhunda Dorin	10
54	Certificate Course on Human Resource Management (CHRM)	19 - 30, Jan,2020	BIM, Dhaka	Shaikh Sajibur Rahman	14
55	সু-শাসন (Good Governance) বাস্তবায়নে করনীয়: সরকারি, বেসরকারি ও স্বায়ত্বশাসিত প্রতিষ্ঠানে কর্মরত কর্মকর্তা/ কর্মচারিদের "চাকুরি সংক্রান্ত" নিয়মকানুন ও দক্ষতা উন্নয়ন বিষয়ক প্রশিক্ষণ	24 - 25 Jan, 2020	BIM, Dhaka	Md. Zafar Ali	22
56	Cyber Security Awareness Training	24 - 25 Jan, 2020	BIM, Dhaka	S.M. Ariful Islam	24
57	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	02-06, Feb,2020	BIM, Dhaka	Md. Mainul Islal	15
58	Financial Management for Executives	08-12, Feb,2020	BIM , Dhaka	M. Amenoor	19
59	Bangladesh Labor Act 2006 (With Latest Amendment)	17, January,2020	BIM, Ctg	Akhand A. Shamsul Alam	26
60	চাকরির নিয়মাবলী	15-17, Feb,2020	BIM, Dhaka	M. Amenoor	21
61	Human Resource Management for Executives	20-29 Feb, 2020	BIM, Ctg	Engr. Md. Tariqul Islam	11
62	Online Office Management	16-27 Feb, 2020	BIM, Dhaka	S.M. Ariful Islam	31

63	সু-শাসন (Good Governance) সংহতকরণ বাস্তবায়নে করনীয়	28 -29 Feb, 2020	BIM, Dhaka	Md. Zafar Ali	18
64	Advanced Supply Chain Mannagement	01-12 March, 2020	BIM, Dhaka	Md. Aminul Islam	12
65	অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	07-09 March, 2020	BIM, Dhaka	M. Amenoor	11

**SHORT COURSES
(1961-1962 - 2019-2020)**

Year	No. of Courses	No. of Participants
1961-1962	11	151
1962-1963	22	491
1963-1964	28	526
1964-1965	14	221
1965-1966	24	370
1966-1967	23	487
1967-1968	21	347
1968-1969	31	506
1969-1970	34	325
1970-1971	22	387
1971-1972	20	332
1972-1973	36	565
1973-1974	12	216
1974-1975	11	330
1975-1976	18	535
1976-1977	24	440
1977-1978	44	768
1978-1979	56	1222
1979-1980	66	1353
1980-1981	54	1696
1981-1982	109	1793
1982-1983	91	1425
1983-1984	99	1651
1984-1985	79	1351
1985-1986	78	1042
1986-1987	119	1260
1987-1988	103	1199
1988-1989	117	1364
1989-1990	74	825
1990-1991	33	450
1991-1992	88	1058
1992-1993	74	890
1993-1994	50	618
1994-1995	56	771
1995-1996	78	1023
1996-1997	76	1006
1997-1998	71	846
1998-1999	76	803
1999-2000	106	1190
2000-2001	114	1649

Year	No. of Courses	No. of Participants
2001-2002	100	1272
2002-2003	84	1122
2003-2004	81	1051
2004-2005	86	1042
2005-2006	88	1264
2006-2007	68	817
2007-2008	71	1052
2008-2009	42	971
2009-2010	37	529
2010-2011	105	1583
2011-2012	59	925
2012-2013	68	1302
2013-2014	113	2458
2014-2015	137	3084
2015-2016	112	1,890
2016 - 17	113	2,066
2017 - 18	77	1,292
2018 - 19	87	1,742
2019 - 20	65	1,270

**POST GRADUATE DIPLOMA IN PERSONNEL MANAGEMENT
(1966-67 TO 2010)**

Year	Participants Enrolled	Participants Graduated
1966-67	37	29
1967-68	39	24
1968-69	27	12
1969-70	31	22
1970-71	35	18
1971-72	24	11
1972-73	34	17
1973-74	45	17
1974-75	45	38
1975-76	60	38
1976-77	53	37
1977-78	49	33
1978-79	76	37
1979-80	50	33
1980-81	48	32
1981-82	60	42
1982-83	55	48
1983-84	54	44
1984-85	54	42
1985-86	90	65
1986-87	96	74
1987-88	95	61
1988-89	101	56
1989-90	103	70
1990-91*	-	15
1991-92	104	76
1992-93	103	70
1993-94	106	76
1994-95	102	72
1995-96	165	117
1996-97	180	120
1997-98	208	128
1998-99	212	126
1999-2000	214	137
2000-2001	196	97
2001-2002	232	143
2002-2003	190	90
2004	223	148
2005	262	193
2006	375	261
2007	396	276
2008	378	245
2009	370	271
2010	346	291

*During the year 1990-91, Post Graduate Diploma in Management (PGDM) was offered instead of two individual traditional courses (PGDPM and PGDIM). A total of 30 participants were admitted in the course and after completion of the 1st part, 15 participants did their specialization in Personnel Management.

ANNEXURE- 04**POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT
(2011- 2020)**

** In 2011, Post Graduate Diploma in Personnel Management (PGDPM) was updated as Post Graduate Diploma in Human Resource Management (PGDHRM).

Year	Participants Enrolled	Participants Graduated
2011	381	312
2012	499	425
2013	596	470
2014	642	470
2015	684	544
2016	888	616
2017	717	614
2018	763	694
2019	521	641
2020	624	-

ANNEXURE - 05**POST GRADUATE DIPLOMA IN INDUSTRIAL MANAGEMENT
(1980-81 TO 2001-02 & 2012-2020)**

Year	Participants Enrolled	Participants Graduated
1980-81	39	27
1981-82	36	24
1982-83	49	33
1983-84	45	31
1984-85	51	37
1985-86	47	34
1986-87	51	28
1987-88	52	34
1988-89	70	41
1989-90	60	36
1990-91*	-	13
1991-92	46	16
1992-93	52	18
1993-94	45	15
1994-95	55	15
1995-96	30	8
1996-97	27	13
1997-98	41	15
1998-99	22	13
1999-2000	14	10
2000-2001	16	10
2001-2002	8	5
2012	32	24
2013	42	26
2014	45	27
2015	36	24
2016	39	32
2017	28	23
2018	23	22
2019	25	19
2020	23	-

**POST GRADUATE DIPLOMA IN MARKETING MANAGEMENT
(1994 - 95 to 2020)**

Year	Participants Enrolled	Participants Graduated
1994-95	60	40
1995-96	60	25
1996-97	72	45
1997-98	73	44
1998-99	74	32
1999-2000	45	24
2000-2001	52	36
2001-2002	57	35
2002-2003	34	20
2004	22	8
2005	27	13
2006	24	16
2007	29	17
2008	28	13
2009	16	13
2010	21	14
2011	18	9
2012	41	29
2013	57	38
2014	56	34
2015	46	38
2016	42	32
2017	49	31
2018	52	45
2019	31	26
2020	38	-

**POST GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT
(1994-95 TO 2020)**

Year	Participants Enrolled	Participants Graduated
1994-95	60	39
1995-96	60	28
1996-97	65	21
1997-98	71	32
1998-99	62	33
1999-2000	45	31
2000-2001	43	25
2001-2002	54	32
2002-2003	24	19
2004	31	21
2005	41	27
2006	38	25
2007	51	35
2008	52	38
2009	57	28
2010	52	24
2011	31	19
2012	57	32
2013	77	43
2014	91	21
2015	65	31
2016	61	53
2017	62	46
2018	45	37
2019	32	31
2020	47	-

**POST GRADUATE DIPLOMA IN COMPUTER SCIENCE
(1994-95 to 2020)**

Year	Participants Enrolled	Participants Graduated
1994-95	97	63
1995-96	78	56
1996-97	88	47
1997-98	82	66
1998-99	80	51
1999-2000	69	46
2000-2001	80	57
2001-2002	73	39
2002-2003	50	28
2004	22	11
2005	27	23
2006	24	17
2007	29	17
2008	28	24
2009	16	20
2010	21	19
2011	18	21
2012	41	33
2013	31	24
2014	33	23
2015	23	17
2016	29	23
2017	25	18
2018	32	28
2019	28	21
2020	18	-

ANNEXURE - 9**DIPLOMA IN SOCIAL COMPLIANCE (2008-2019)**

Year	Participants Enrolled	Participants Graduated
2008(1st Batch)	32	25
2009 (2nd Batch)	32	31
2010 (3 rd Batch)	32	28
2011 Batch	30	27
2011 Batch	34	29
2012 Batch	33	29
2013 Batch	34	30
2014(1st Batch)	44	36
2014(2nd Batch)	44	39
2015 Batch	45	39
2016 (1st Batch)	46	39
2016 (2nd Batch)	46	43
2017 (1st Batch)	77	63
2017 (2nd Batch)	76	69
2018 (1st Batch)	60	53
2018 (2nd Batch)	57	53
2019 (1st Batch)	57	53
2019 (2 nd Batch)	32	-

ANNEXURE - 10**DIPLOMA IN PRODUCTIVITY& QUALITY MANAGEMENT
(2013-2019)**

Year	Participants Enrolled	Participants Graduated
2013	14	11
2014 (Batch)	15	10
2014 (Batch)	19	15
2015	13	11
2016	17	14
2017	17	18 (3 from Batch 5)
2018	22	18
2019	17	15
2019	13	12
2020	12	-

**List of Faculty Members, Officers and Staffs of BIM
(Not on the Basis of Seniority)**

S/N	Name	Designation
1.	Tahmina Akhter	Director General
2.	Md. Jashim Uddin Badal	Director – Admin & Finance
3.	Dr. Parveen Ahmed	Director - Training
4.	Akhund A. Shamsul Alam	Senior Management Counsellor & Divisional Head, Human Resource Management Division
5.	Engr. Md. Mehboob Hasan Kallol	Senior Management Counsellor & Divisional Head, Computer Services Division
6.	S.M. Ariful Islam	Senior Management Counsellor & Divisional Head, Project and Social Services Management Division
7.	Dr. Engr. Md. Mamunur Rashid	Senior Management Counsellor & Divisional Head, Production Management Division
8.	Dr. Uttam Kumar Datta	Senior Management Counsellor & Divisional Head, Marketing Management Division
9.	Mohammad Nazmi Newaz	Senior Management Counsellor (On Deputation)
10.	Mohammad Mainul Islam	Senior Management Counsellor & Divisional Head, General Management Division
11.	Md. Aminul Islam	Senior Management Counsellor & Divisional Head, Productivity and Consultancy Management Division
12.	Farkhunda Dorin	Senior Management Counsellor & Divisional Head, ToT and Behavioral Management Division
13.	Lamia Farha	Senior Management Counsellor (On Study Leave)
14.	Mohammad Sayeedur Rahman	Management Counsellor, Research and Publication Division
15.	Md. Zafar Ali	Management Counsellor, Human Resource Management Division
16.	Nirjhar Mazumder	Management Counsellor, Marketing Management Division & Senior Administrative Officer (Additional Charge)
17.	Shaikh Sajibur Rahman	Management Counsellor, General Management Division
18.	Mamun Muztaba	Management Counsellor, Human Resource Management Division
19.	Md. Rajibul Hoque	Management Counsellor, Accounting and Financial Management Division

S/N	Name	Designation
20.	Md. Rabiul Islam Khan	Management Counsellor, ToT and Behavioral Management Division
21.	Aklima Zaman	Senior Research Officer, Research and Publication Division
22.	Mohammad Humayun Kabir	Senior Accounts and Budget Officer
23.	S. M. Ashraful Alam	Audio Visual Officer
24.	Md. Ekramul Haque	Sub-Assistant Engineer (Maintenance In-Charge)
25.	Jadu Lal Sarkar	Assistant Co-Ordination Officer
26.	Md. Ator Ali	Assistant Co-Ordination Officer
27.	Md. Atiqur Rahman	Assistant Co-Ordination Officer
28.	Kazi Md. Shamsul Haque	Assistant Co-Ordination Officer
29.	Md. Jubayer Hossain	Accounting Assistant
30.	Md. Ahsan Habib	Stenographer Cum Computer Operator
31.	Roxana Parveen	Stenographer Cum Computer Operator
32.	Most. Shamsunnahar Khatun	Stenographer Cum Computer Operator
33.	Md. Sohag Hossain	Stenographer Cum Computer Operator
34.	Nahid Sultana	LDA Cum Computer Operator
35.	Md. Sirajul Islam	LDA Cum Computer Operator
36.	Md. Jalilur Rahman	LDA Cum Computer Operator
37.	Md. Abul Khair	Electrician
38.	Md. Abdul Wadud	Imam
39.	Md. Mansur Ahmed	Artist
40.	Md. Sarwar Hossain Takukder	Driver

S/N	Name	Designation
41.	Md. Liton Hossain	Driver
42.	Md. Babul Mia	Driver
43.	Kazi Darashiko	Driver
44.	Shri Shankar Pal	Driver
45.	Md. Abdur Razzak	Head Cook
46.	Shanu Akhter	Office Assistant
47.	Md. Sarwar Hassain	Office Assistant
48.	Dewan Mia	Office Assistant
49.	Md. Abdul Momen	Office Assistant
50.	Md. Abdur Rauf	Office Assistant
51.	Md. Jahangir Alam	Office Assistant
52.	Md. Saad Ahmed	Room Attendant
53.	Md. Hafizur Rahman	Plumber
54.	Md. Shafiul Bashir	Treser
55.	Md. Zahir Hossain	Mosalchi
56.	Md. Amir Hossain	Security Guard
57.	Arjun Chandra Das	Security Guard
58.	Md. Yusuf Ali	Security Guard
59.	Abdul Hakim Akand	Security Guard
60.	Md. Chayedul Haque	Security Guard
61.	Md. Mojibur Rahman	Security Guard
62.	Md. Julhas Mia	Security Guard

S/N	Name	Designation
63.	Md. Rafiqul Islam	Security Guard
64.	Md. Azim Uddin	Gardener
65.	Dilip Kumar Das	Sweeper
66.	Shri Shankar Das	Sweeper
67.	Md. Rafiqul Islam	Sweeper

Chattogram Campus		
68.	Engr. Md. Tariqul Islam	Deputy Director, Chattogram Campus
69.	Md. Abdur Rauf	Head Assistant, Chattogram Campus
70.	Md. Jamal Uddin	Cook, Chattogram Campus
71.	Md. Jasim Uddin	Driver, Chattogram Campus
72.	Md. Abul Kalam	Office Assistant Chattogram Campus,
Khulna Campus		
73.	Md. Aminul Islam	Deputy Director, Khulna Campus (Additional Charge)
74.	Jahanara Anwari	Head Assistant, Khulna Campus
BIM Strengthening Project		
75.	Md. Mahbubul Alam	Project Director (BIM Strengthening Project)
76.	Tanvir Hossain	Deputy Project Director, (BIM Strengthening Project)